

CENTRAL SCHOOL DISTRICT

Job Title: Finance Manager

Occupational Group: Management

Reports to: Assistant Superintendent of Business Services

Board Approval: 11/3/2011

Work Year: 12 months

Revision: 9/20/2012

DEFINITION

Under the general supervision of the Assistant Superintendent, Business Services assists in planning and organizing the operation of the Fiscal Services Department in order to maximize the use of district fiscal resources for the education of our students. Plans, organizes, directs and coordinates the District's accounting, budget, fiscal record management and reporting functions and activities; performs responsible and technical tasks pertaining to specialized accounting and computer programming processes; effectively reviews, monitors, audits and verifies financial statements and related summaries and reports; serves as a member of the management team and performs other related work as required.

QUALIFICATIONS

Education/Certification:

- Desired - Graduation from a college with a B.A. or B.S. degree specializing in Business Management or Business Administration, including coursework and training in accounting and closely related fields.
- Required - Valid California Driver's License and safe driving record.

Experience:

- The equivalent of three years of responsible accounting and financial record management and reporting experience, including demonstrated leadership and management abilities.

Knowledge and Abilities:

Knowledge of:

Principles, methods, practices and procedures of school district accounting and financial record management and reporting; legal mandates, policies, regulations and guidelines pertaining to accounting, budget, and fiscal record management and reporting processes; computer-assisted accounting systems, programs and equipment; bookkeeping, accounting, fiscal planning, management systems and procedures; practices, procedures, methods and strategies of organization.

Ability to:

Assemble and analyze information and make appropriate recommendations for fiscal and budgeted actuals; perform responsible and technical accounting and fiscal record management and reporting functions; interpret and implement legal mandates, rules, regulations, and general District policies as well as those policies pertaining to the fiscal services functions; prepare fiscal, statistical and narrative reports in a clear and concise manner; understand and carry out oral and written directions with minimal accountability controls; establish and maintain cooperative working relationships.

ESSENTIAL & REPRESENTATIVE DUTIES – Essential duties include, but are not limited to, the following:

1. Assist in planning, scheduling, auditing, coordinating and participating in the preparation and maintenance of accounting and fiscal records and reports, including general and special ledgers and various funds and accounts. **E**
2. Manage all accounting functions pertaining to District operations. **E**
3. Monitor, audit and continuously update the District budget; assist in the budget planning and expenditure control process to ensure adherence to the District's budgetary control guidelines and regulations; prepare budget revisions. **E**
4. Perform reconciliation functions pertaining to the cash account, general ledger accounts and various revenue and expenditure items and accounts. **E**
5. Prepare various monthly financial statements and various fiscally related reports. **E**
6. Consult with and advise District officials in budget and fiscal matters. **E**
7. Assist in the analysis of legislation pertinent to the fiscal affairs of the District.
8. Calculate District income from state, federal, and local sources. **E**
9. Supervise status accounts for all decentralized budget functions delegated to schools or departments. **E**
10. Perform financial and statistical research studies as required.
11. Supervise the receipts, records, and deposits of all district revenues. **E**
12. Oversee electronic data processing and accounting programs and provide training for staff in computer operations related to their job functions. **E**
13. Coordinate and assist in the preparation of periodic reports relative to all fiscal operations of the District and annual financial reports, which serve as the basis for the annual external audit. **E**
14. Conduct research and prepare special reports as required to assist in administrative planning and evaluation. **E**
15. Assist the Assistant Superintendent of Business Services in assuring compliance with California Education Code and conformity with accepted accounting practices. **E**
16. Review District policies relating to the accounting of payroll, accounts payable, and data processing programs. **E**
17. Review the financial records for the Food Services Department and Associated Student Body accounts. **E**
18. Prepare necessary monthly, quarterly and annual Attendance Reports as required by Local, State and Federal agencies. **E**
19. Perform accounting and fiscal reporting functions of District and state facilities programs and other funds of the District. **E**
20. Reconcile the District's revolving cash fund and associated records. **E**
21. Receipt income and make deposits to the District's clearing account. **E**
22. Maintain records, prepare documents for and deposit into the County Treasury. **E**
23. Prepare for input and post financial transactions for all fund activities. **E**
24. Assist in the review of purchase requisitions as to correctness of account codes, availability of funds, authorization of signatures and completeness. **E**
25. Perform other related duties as required.

WORKING CONDITIONS

Office environment, subject to constant interruptions; employees in this class spend prolonged periods of time at a computer terminal; employee may be exposed to communicable diseases and anti-social/hostile behavior.

PHYSICAL REQUIREMENTS

Dexterity of hands and fingers to operate standard office equipment; the ability to sit for extended periods of time, see to read a variety of material in print and electronic formats, hear and speak to exchange information, walk, stand, bend, reach, lift, push, pull, reach overhead, kneel, squat, and climb stairs.

OTHER REQUIREMENTS

Must provide, at own expense, a car and a cellular phone for use during the day and in the event of an emergency.